Lewis University Police Department
Key/Access Card Request/Agreement

<u>Please Type or Print Legibly</u>

A. PERSON INFORMATION: Faculty: Staff: Student: Other: _____

1. Keyholder Name - Pens

Key/Access Card Form Instructions
Please Type or Print All Fields Legibly

SECTION A – PERSON INFORMATION
Select the appropriate checkbox identifying whether the keyholder is a Faculty Member, Staff, Student or Other.

1. Keyholder Name – This is the name of the person to issued the key and/or access card.
2. Keyholder University ID Number – This is the person's University ID Number (used to submit electronic work requests for the creation of the key and/or access card.). Vendors should use their company ID number
3. Date – Enter the date you are making the request.
4. Phone Number – Enter the phone number of the keyholder Box 1 who is to receive the key/access card.
5. E-Mail Address – Enter the e-mail address of the keyholder Box 1 who is to receive the key/access card.
6. Job Title – Enter the job title/position of the keyholder in Box 1 who is to receive the key/access card
7. Department – Enter the Department name of the person in Box 1 who is to receive the key/access card

SECTION B - ACCESS TYPE NEEDED
Select the appropriate checkbox to indicate whether a key and/or an access card are being requested.

8. Access Requested To - Enter the Building Name(s), Room Number(s) Door Number(s) for which access is needed. e.g., Science/ AS-106-L, Student Union / SU-010-B, etc… Enter the key number needed if known.
9. List yreea Twm4bl2 0 .02 58.5